Presentation/Workshop Planning Form

|  |  |
| --- | --- |
| **Question** | **Response** |
| Why am I doing this workshop/presentation? |  |
| What are my goals and objectives? |  |
| What does my audience expect to gain from this workshop/presentation? |  |
| What should my audience already know about the topic?   * Is there pre-work that I want the participants to do before the workshop? * How will I get the materials to them? |  |
| What are my key points? |  |
| What are the main things that I want the audience to remember the most?   * Is it practical? * Is it relevant? * Does it apply to the current needs of the group? * What will I do to assist the group to remember the main points? * What will I do to help the participants transfer what they have learned to their back-home situations? |  |
| What format or methods will I use?   * Do they match my goals and objectives? * Will they motivate/stimulate the audience? * Is there enough variety? * Are the learning activities appropriate? * Are they relevant? * Are they sequenced correctly? |  |
| What materials will be needed?   * For me? * For the participants? |  |
| What if I run out of time or have too much time?   * What activities could be expanded or eliminated without causing confusion or preventing the participants from learning? |  |
| What audio-visual equipment do I need?   * Where will it be placed? * What will I use if the equipment fails? |  |
| How will I establish a learning environment conducive to learning?   * How will I introduce myself? * What warm-up activity will I use at the beginning? (time needed, purpose?) * What warm-up activity will I use after lunch? (time needed, purpose?) * How will I establish ground rules? (Activity, purpose, time needed?) * Where will I position myself during the presentation? * When will we have breaks? How long? How many? * How will I arrange the room? |  |
| Do I want to exhibit resource materials?   * If so where will I display them? * How do I want them arranged? |  |
| What handouts will I need?   * Are they prepared? * How will I distribute them? (before, during or after the workshop? |  |
| How will I evaluate the workshop?   * What information would I like to know? * How will I gather that information? |  |